BMO Spend Dynamics P-Card Manual

- A Procurement Card (P-Card) is used in order to purchase goods and services for the district in a quick, efficient manner. The P-Card is a user friendly tool that assists cardholders in getting what is needed.
- Purchases must fit within your department's budget, and all purchases must be assigned an account code.
- Staff member purchases must be in accordance with state law and other applicable School Board Policies as outlined in 4:060-Purchases and Contracts.
- Any misuse or abuse of the P-Card, including missing receipts, will reuslt in your P-Card being revoked.
- Travel expenses should follow the guidelines as indicated in 5:60-Expenses.
- **Purchases must be reconciled on Spend Dynamics by the 10th of each month.** All purchases must be signed off by staff member's supervisor as indicated.
- Itemized receipts must be attached to your monthly statement.
- Batavia School District purchases are tax exempt. It is the responsibility of the cardholder to ensure that sales tax is not charged.

If you have any additional questions, please do not hesitate to contact:

Carol Feltgen
Financial Coordinator
Carol.feltgen@bps101.net
630-937-8829

Lindsay Jannotta
Assistant Director of Finance
lindsay.jannotta@bps101.net
630-937-8822

Reconciling Your Statement

To get started, visit www.bmospenddynamics.com

Upon logging in, click on 'Card Transactions'.

Click on the statement you would like to view. Please note, the current statement will typically be the 2nd from the top.

Card Transactions

Items Requiring Attention

Bank of Montreal - MasterCard

(6192) - 04/05/2017

(6192) - 03/05/2017

(6192) - 02/05/2017

(6192) - 01/05/2017

(6192) - 12/05/2016

(6192) - 10/05/2016

(6192) - 09/05/2016

(6192) - 08/05/2016

(6192) - 07/05/2016

(6192) - 06/05/2016

(6192) - 05/05/2016

(6192) - 04/05/2016

Once on the Card Transactions Page, items that have a red 'X' next to them require your attention. Click on the red 'X' to add your details.

Amount Incl	
-250.00	Ⓧ

You are required to enter the following information on the following screen:

1) GL Code – Enter the account number you are charging. Do not enter any periods or spaces.
2) Amount – The amount of the charge should already be filled in this field, please verify.
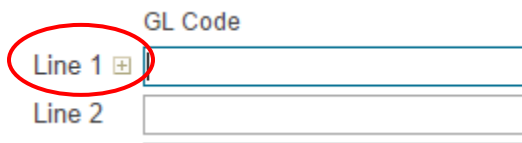3) Description – Enter a detailed description of your charge.

Once you have entered this information, click 'Save'. Repeat this process for each line item that has a red 'X'. When you are done, all items should show a green check mark.

Tran Date	Supplier	Image(s)	Source Amount	Amount Tax	Amount Incl	
02/10/2017	Rvt*sycamore Cusd 427-	No	.	0.00	20.00	✓
02/13/2017	Il Tollway Auto Replen	No	.	0.00	40.00	✓
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	✓
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	✓
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	✓
02/28/2017	III Assoc Of School Bu	No	.	0.00	250.00	✓
02/23/2017	Payment - Personal - Payment Received - Thank You	No	.	0.00	-60.00	?

Splitting a Charge into Multiple Accounts

If you need to use more than one account to split a charge, you may do so on the 'Transaction Details' screen for the particular charge.

Click on the + sign next to 'Line 1'.

From there, a screen will open up that will ask how many lines you want to split the charge into. Change the drop-down menu into the amount of accounts you need and click 'Save'. It will take you back to the main screen. From here you can enter multiple account numbers. Be sure the total amount is correct, enter your description, and then click 'Save'.
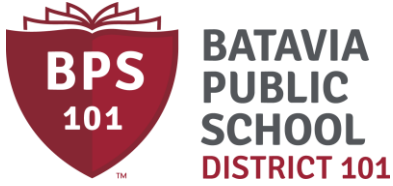
Printing a Copy of Your Statement

To print a copy of your statement for your supervisor to review, click on the 'Home' screen. Under the Main Menu, click 'eStatement'.

Main Menu

Administration

Card Transactions

Reports

Image Library

Report Outbox

eStatement

From the drop-down menu, choose the Period you would like to print, and click Ok. This will bring up your account activity for this statement period. To get a printer-friendly version, you'll have to click 'Export to Excel'. After you have done this, the report is sent to your Report Outbox. Click 'Report Outbox' from the side menu. Please note it may take a few minutes before your report is available.

Main Menu

Administration

Card Transactions

Reports

Image Library

Report Outbox

eStatement

From here, you can click on the download icon to download Statement Report in Adobe format.

Folder Report Outbox

Folder Size 107 kb

File Name	Size KB	Date Stamp	
BMO_Statement_6192_20170305.pdf	107	03/30/2017 13:22:09	⬇